Appendix I

Spill Prevention, Control, And Countermeasure Plan

Frequently Asked Questions

What is a Spill Prevention, Control, and Countermeasure (SPCC) plan?

A SPCC plan is a written document that outlines a facility's oil containment systems and spill response procedures. Plans are site specific, but each must address the following:

- ✓ Operating procedures that prevent oil spills
- ✓ Control measures installed to prevent a spill from reaching the environment
- ✓ Countermeasures to contain, clean up, and mitigate the effects of an oil spill that reaches the environment

Who needs an SPCC plan?

A marina needs to develop a SPCC plan if it:

- ✓ Has a total aboveground petroleum storage capacity greater than 1,320 gallons. (Note: containers less than 55 gallons and permanently closed storage tanks are exempt from the total.)
- ✓ Has a total underground petroleum storage capacity greater than 42,000 gallons.
- ✓ Is located where there is a reasonable expectation of a discharge into or upon the navigable waters of the United States or adjoining shorelines.

Are SPCC plans required by law?

Yes, federal regulation (40 CFR 112) requires facilities that store oil in certain volumes to prepare and implement a SPCC plan. The law is enforced by the U.S. Environmental Protection Agency (EPA). Visit www.epa.gov/emergencies/content/spcc for up-to-date information.

Does the law apply to vegetable oil, transformer oil, and other nonpetroleum-based oils?
Yes. Oil is defined in 40 CFR 112.2 as oil of any kind or in any form, including petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredge spoil. This definition has been interpreted to include vegetable oil, mineral oil, transformer oil, and others.

Can I prepare my own SPCC plan?

Any facility operator may draft a SPCC plan. The template in this appendix can be used as a guide.

Facilities that meet specific criteria can certify their own plan. To self-certify, facilities must:

1. Have 10,000 gallons or less in total aboveground oil storage capacity; and
2. Not have had:
   a. A single discharge of oil into navigable waters exceeding 1,000 gallons; or
   b. Two discharges of oil into navigable waters exceeding 42 gallons each within any 12-month period in the three years prior to the SPCC plan certification date, or since becoming subject to the law if in operation for less than three years

Facilities that do not meet both criteria must have a professional engineer review and certify their plan.

Who do I give the SPCC plan to?

SPCC plans do not have to be filed with EPA, but a copy must be available for on-site review by the regional administrator during normal working hours. Facilities manned for at least four hours per day

should keep a copy of the plan on-site. If the facility is not manned, the plan should be filed at the nearest field office.

SPCC plans must also be submitted to EPA Region 5 if there is a single spill greater than 1,000 gallons or two discharges of 42 gallons or more within any 12-month period at the facility.

How often does the SPCC plan need to be reviewed?

The facility owner or operator must review the plan at least every five years. These reviews must be documented.

When do I have to update the SPCC plan?

Federal law requires the owner or operator to amend the plan whenever there is a change in facility design, construction, operation, or maintenance that affects the facility's potential to discharge oil. Amendments must be fully implemented no more than six months after the change occurs. All amendments must be certified by a registered professional engineer.

Spill Prevention, Control, And Countermeasure (SPCC) Plan Template

Amended from Maryland Clean Marina Program template

This template is provided as a guidance tool. Use of this template does not relieve users of their responsibility to comply with 40 CFR §112 in its entirety. By signing and self-certifying this plan below, I acknowledge that the Illinois Clean Marina Program is not responsible or liable for any of my actions or for compliance with the rules mentioned herein. In addition, I agree to release and hold harmless the Illinois Clean Marina Program from any liability in the event of fines, penalties, or prosecution by the Illinois Environmental Protection Agency.

Marina name: _____

Address:_____

_____

Contact name:_____

Phone:_____

Fax:_____

Email:_____

Certification:
I hereby certify that I have examined the facility, and, being familiar with the provisions of 40 CFR §112, attest that this SPCC plan has been prepared in accordance with good engineering practices.

This plan has been certified by:
Name of engineer/firm:_____

Address:_____

_____

_____

Date of certification: _____ *Engineer's Seal*

Self-Certification Statement

Marina name: _____

Address:_____

_____

Contact name:_____

Phone:_____

Fax:_____

Email:_____

Self-certification:
I hereby certify that I have examined the facility, and, being familiar with the provisions of 40 CFR §112, attest that this SPCC plan has been prepared in accordance with accepted and sound industry practices and standards and meets the requirements of 40 CFR §112.3 and §112.6

The facility described herein is qualified to self-certify this plan in lieu of using a professional engineer, and is opting to do so. This facility meets the following qualification criteria under §112.3(g)(1):

1. The aggregate aboveground oil storage capacity of the facility is 10,000 gallons or less; and
2. The facility has had no single discharge exceeding 1,000 gallons and no two discharges each exceeding 42 gallons within any 12-month period in the three years prior to the SPCC plan self-certification date, or since becoming subject to 40 CFR §112 if the facility has been in operation for less than three years (not including oil discharges that are the result of natural disasters, acts of war, or terrorism).
3. There is no individual oil storage container at the facility with an aboveground capacity greater than 5,000 gallons.

In self-certifying this plan I also attest that:

1. I am familiar with the requirements of 40 CFR §112;
2. I have visited and examined the facility;
3. The plan has been prepared in accordance with accepted and sound industry practices and standards, and within the requirements of 40 CFR §112.6;
4. Procedures for required inspections and testing have been established;
5. The plan is being fully implemented;
6. The facility meets the qualification criteria set forth under §112.3(g);
7. The plan does not deviate from any requirement of this part as allowed by § 112.7(a)(2) and §112.7(d), except as provided in paragraph (c) of this section; and
8. The plan and individual(s) responsible for implementing the plan have the full approval of management, and the facility owner or operator has committed the necessary resources to fully implement the plan.

This plan has been self-certified by:

Name: _____

Title: _____

Address: _____

Date of certification: _____

Facility Description

Acres of land:_____

Facilities and equipment:
Place an X beside all that apply

____wet slips, how many? _____
____dry slips, how many? _____
____maintenance buildings, how many? _____
____ships store
____restrooms
____laundry facilities
____offices
____pavilion
____picnic area
____pump-out station
____commercial fuel dock
____non-commercial fuel pump
____travel lift
____hydraulic trailer
____fork lift
____other structures and equipment. Please list:_____

Services:
Place an X beside all that apply

____general maintenance
_____commissioning
_____winterization
_____pressure washing
_____cleaning and waxing
_____engine repair/tuning
_____propeller repairs
_____oil changes
_____parts cleaning
_____painting
_____blasting
____sanding
____canvas
_____rigging
_____fiberglass
_____blister repair
_____carpentry
_____air conditioning repair and service
_____refrigeration
_____electrical
_____plumbing
____other services. Please list_____

Facility Description

Acres of land:_____

Facilities and equipment:
Place an X beside all that apply

____wet slips, how many? _____
____dry slips, how many? _____
____maintenance buildings, how many? _____
____ships store
____restrooms
____laundry facilities
____offices
____pavilion
____picnic area
____pump-out station
____commercial fuel dock
____non-commercial fuel pump
____travel lift
____hydraulic trailer
____fork lift
____other structures and equipment. Please list:_____

Services:
Place an X beside all that apply

____general maintenance
____commissioning
____winterization
____pressure washing
____cleaning and waxing
____engine repair/tuning
____propeller repairs
____oil changes
____parts cleaning
____painting
____blasting
____sanding
____canvas
____rigging
____fiberglass
____blister repair
____carpentry
____air conditioning repair and service
____refrigeration
____electrical
____plumbing
____other services. Please list_____

Fixed storage
List capacity and contents of each storage container. For example, "One 6,000-gallon aboveground tank containing diesel fuel." Be sure to include diesel, gasoline, waste oil, heating oil, kerosene, paint thinner, and other solvents

_____

_____

_____

_____

Non-fixed storage
List capacity and contents of each storage container. For example, "One 55-gallon drum for recycled oil." Be sure to indicate what the container is used for.

_____

_____

_____

_____

The combined quantity of the materials listed above: _____ gallons

Oil Spill History

Place an X on the appropriate line.

_____There has never been a significant spill at the above named facility.

_____There have been one or more significant spills at the above named facility. Details of such spill(s) are described below.

For each spill that occurred, supply the following information:

- Type and amount of oil spilled
- Location, date, and time of spill(s)
- Watercourse affected
- Description of physical damage
- Cost of damage
- Cost of clean-up
- Cause of spill
- Action taken to prevent recurrence

Potential Spill Volumes and Rates

Fill in all applicable blanks. Be prepared to show documentation of flow rates. Your fuel vendor and the manufacturer of your storage and dispensing equipment should be able to provide this documentation.

Potential Event	Volume Released	Spill Rate
Complete failure of a full tank*	____gallons	Instantaneous
Partial failure of a full tank*	1 to___gallons	Instantaneous
Tank overflow**	1 to____gallons	Up to ____ gallons per minute
Leaking during unloading***	Up to____gallons	Up to ____ gallons per minute
Pipe failure****	Up to___gallons	Up to ____ gallons per minute
Leaking pipe or valve****	Several ounces to___gallons	Up to ____ gallons per minute
Fueling operations****	Several ounces to___gallons	Up to ____ gallons per minute
Oil and grease	Several ounces to___quarts	Spotting

*Volume of largest tank
**Calculate using the rate at which fuel is dispensed from the delivery truck into your tank(s)
***Calculate using the rate at which petroleum would be withdrawn from the tank if it should have to be emptied
****Calculate based on the specifications of your equipment.

Spill Prevention and Control

Spill prevention

Provide specific descriptions of containment facilities and practices. Include descriptions of double-walled tanks, containment berms, emergency shut-offs, drip pans, fueling procedures, and spill response kits. Also, describe how and when employees are trained in proper handling procedures, spill prevention, and response procedures.

_____

_____

_____

_____

Description of where a spill would go

For each potential spill source, describe where petroleum would flow in the event of a spill. For example, "The 6,000-gallon diesel tank has a pre-manufactured secondary containment system capable of holding 110 percent of the total volume of the tank," and "A spill from engine repair would be contained inside the shop building and quickly cleaned up with oil absorbents." Incorporate your site map as a reference. (See instructions in the SPCC Plan Appendices.)

_____

_____

_____

_____

Describe actions that would be taken in the event of a spill
Identify what equipment would be deployed, by whom, and in what situation. Also, include phone numbers for response agencies, such as the U.S. Coast Guard, fire department, and spill response contractors. A copy of your spill response plan may be attached as an appendix to this SPCC plan in lieu of completing this section.

Facility Inspections

Regular inspections
List facilities and the frequency with which they are inspected. For example, "The fuel pumps are inspected daily," and "The materials storage area is inspected monthly." Name the person who is responsible for implementing preventative maintenance programs, overseeing on-site inspections, coordinating employee trainings, maintaining records, updating the plan as necessary, and ensuring that reports are submitted to the proper authorities.

Annual inspections
Include a description of annual comprehensive inspections. For example, "A site inspection is also conducted annually by appropriate, responsible personnel to verify that the description of potential pollutant sources is accurate, that the map reflects current site conditions, and that the controls to reduce pollutants identified in this plan are being implemented and are adequate. This annual inspection will be conducted above and beyond the routine inspections focusing on designated equipment and areas where potential sources are located."

Record Keeping

Describe record keeping procedures. For example, "Record keeping procedures consist of maintaining all records for a minimum of three years. The following items will be kept on file: a current SPCC plan, internal site reviews, training records, and documentation of any spills or maintenance conducted in regards to these sites." Maintenance inspection, employee training, and record keeping logs are included in this template for your use.

_____

_____

_____

_____

_____

Marina Management Approval

I certify that I have personally examined and am familiar with the information submitted in this document and that, based on my inquiry of those individuals responsible for obtaining this information, the information submitted is true, accurate, and complete.

_____ _____

Signature Title

_____ _____

Printed name Date

Maintenance Inspections
Use this table to record inspections.

Maintenance Coordinator: _____

Facility Inspected	Date of Inspection	Name of Inspector	Result Pass/Fail	Comments
Oil recycling area	*4/27/09*	*Eric Rose*	*Pass*	*No evidence of leakage*

Employee Training
Use this table to record spill prevention and response training.

Employee Training Coordinator: _____

Name of Employee	Date of Training	Type of Training/Topics Addressed
Carl Bishop	*3/26/09*	*Boom deployment*

Record Keeping of Incidental Spills

Record Keeper: _____

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up
1	*Leaky connection on fuel pump*	*7/21/09*	*Diesel soaked up with oil-absorbent pad. Called U.S. Petroleum to fix fuel dispenser.*

SPCC Plan Appendices

Site map

Include a site map as Appendix A to this plan. You may attach an existing site map or create your own. If you use an existing map, be sure that the items listed below are included.

The following instructions should guide you step-by-step. Please use a straight edge rule while creating the sketch.

- Orient the sketch so it is looking down on your property.
- Draw and label all roadways surrounding your marina property.
- Draw and label all facilities within your marina as close to actual proportions as possible.
- Draw an arrow indicating north.
- Draw an arrow(s) pointing in the direction of the downhill flow of water when it rains.
- Draw the locations of any inlets or catch basins that presently exist on your property.
- Draw the locations and general layout of all boat slips associated with your marina.
- Label the river or waterway adjacent to your marina.
- Draw and label all methods of entry to the waterway, such as boat ramps and lift well.
- Draw and label boat washing areas.
- Draw and label the locations of all fuel containment facilities.
- Draw and label the locations of all in-place spill prevention, control, and countermeasure devices.
- Draw and label the locations of all proposed spill prevention, control, and countermeasure devices.

Other attachments

List any additional information to be attached as Appendix B, C, D, etc. Label and staple the attachments to the end of this SPCC plan.

Appendix A: Site map_____
Appendix B: _____
Appendix C: _____
Appendix D: _____
Appendix E: _____
Appendix F: _____

Appendix II

Emergency Response Plans

Establish a single binder for all of your emergency response plans. Give it a bright cover and spine so that it stands out. Make sure each employee knows where it is and what type of information it contains.

Plans should:

- ✓ Include a laminated map of the facility showing valves, pipes, tanks, structures, roads, hydrants, docks, power and fuel shut-offs, hazardous material storage locations, and telephones
- ✓ Provide a list of emergency phone numbers:
  - Fire department
  - Police department
  - Marin owner
  - Neighboring marinas with emergency response equipment
  - Local hospital
  - Illinois Emergency Management Agency
  - Local Emergency Planning Committee
  - U.S. Coast Guard National Response Center
  - Illinois Poison Center
  - Spill response contractors
- ✓ Describe the type, amount, and location of hazardous and potentially hazardous materials on-site
- ✓ Describe the type of response equipment available on-site and where it is stored
- ✓ Provide a list of equipment and services available from neighboring marinas and spill response firms
- ✓ Identify what actions should be taken during an emergency and what equipment should be used
- ✓ Describe what to do in the case of severe weather, such as securing dumpsters, objects that could potentially blow or wash away, and waterside sewage pump-out and dump stations
- ✓ Include written fire safety procedures
- ✓ Identify who is responsible for specific actions
- ✓ Explain how the equipment should be used and how to dispose of waste and used equipment
- ✓ Indicate when additional resources should be called for assistance
- ✓ Designate a single staff member as the official spokesperson for the facility
- ✓ Describe each agency's jurisdiction

Florida Sea Grant has developed the "Panic Preventer File for Marinas" as a model that marinas can adapt to their particular needs. To order, visit ifasbooks.ifas.ufl.edu/p-98-panic-preventer-file-generic-model-for-marinas.aspx or view it online at nsgl.gso.uri.edu/flsgp/flsgph07001.pdf

Sample Emergency Response Procedure Manual from Washburn Marina

The following emergency response plan comes from Washburn Marina in Washburn, Wisconsin. Use it as a guide when developing a plan for your marina.

EMERGENCY RESPONSE PROCEDURE MANUAL

EMERGENCY RESPONSE PROCEDURE MANUAL

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INTRODUCTION

The Washburn Marina is located at 1 Marina Drive, in the City of Washburn, Wisconsin. The Washburn Marina operates a 138-slip municipal harbor on Chequamegon Bay, Lake Superior, with 10.5 acres upland and 6.9 acres of water area within the harbor. Access to the marina is from Wisconsin Highway 13 from the north or south, via Central Avenue.

The marina harbor is in one basin with three primary piers. Pier 1, the southeastern most pier, is the largest with 44 slips ranging from 14' by 24' in size to 17' by 50'. Pier 2, the central pier, has 44 slips ranging from 15' by 32' in size to 15' by 36'. Pier 3, the pier located on the northwest side of the harbor, has 50 slips ranging from 12' by 24' in size to 13' by 28'. On the far northwest bank of the marina is a public launch ramp, with a concrete approach. It is 39 feet in width, with a concrete bed that goes out 60 feet. On the far southeastern side of the marina is the fuel dock, 90' x 12', and deep well, 90' x 35'. The average depth of the marina is between 6' and 10'.

There is one primary building on the property; it is 140' x 80'. It houses the marina's Ship Store, the service department, administrative offices, a boater's lounge and private and public restroom/shower facility. The Ship Store is open to the public and carries a wide array of marine supplies as well as personal items. Within the marina's service department, technicians provide mechanical, electrical, fiberglass, and general boat maintenance repair.

EMERGENCY TELEPHONE NUMBERS

ALL EMERGENCIES CALL 911 FIRST

Staff Emergency Numbers:

Office Numbers:

Local Emergency:

Regional:

National:

MARINE POLLUTION CALL NUMBER **800 424 8802**

EMERGENCY RESPONSE EQUIPMENT

The Washburn Marina owns the necessary equipment to contain a small hazardous materials spill or other similar accident. All spills requiring special boom materials should be immediately reported to the U.S. Coast Guard Station, Bayfield, and the Wisconsin Department of Natural Resources (WDNR).

Below is a list of equipment located at the Washburn Marina. The majority of the equipment is located in or near the service bay, with the exception of the containment booms and sorbent pads, which are stored in a dock box on the fuel dock.

Containment Booms:
8 qty – 5" diameter x 120' length

Sorbent Materials:
10 qty – 17" x 17" pillows
95 qty – 17" x 19" mats

Washburn Marina Service Department Equipment:

(1) Evacuator pump located in the tool room
(1) Pump located in the tool room

THE MARINA PIERS DESCRIPTION

Description of Piers 1, 2 and 3

The piers at the Washburn Marina are made of an aluminum trussed floating dock system, stabilized by metal piles. The decking on all piers is treated lumber. The floatation system is made up of black, sealed, polypropylene "tubs" arranged under and affixed to the aluminum dock structure.

All boats are moored in a southeast/northwest direction, with the exception of those few tied along the southeast inside breakwater. The primary piers are 8' feet in width, with fingers that are 4' in width. All piers are connected to the bulkhead by permanently affixed ramps. The piers have the following lengths and capacity:

Pier 1: 352' in length
4 slips, 14' x 24'
12 slips, 14' x 32'
4 slips, 15' x 36'
1 slip, 15' x 40'
1 slip, 17' x 40'
12 slips, 17' x 42'
8 slips, 17' x 46'
2 slips, 17' x 50'

Pier 2: 352' in length
22 slips, 15' x 32'
22 slips, 15' x 36'

Pier 3: 347' in length
12 slips, 12' x 24'
2 slips, 12' x 28'
36 slips, 13' x 28'

Depending on the level of the lake, the typical water depth in the marina is 6’ to 10’. The shallowest locations are in the northwestern side of the harbor; the deepest are at the entrance and the deep well/fuel dock area.

Electrical Power

Electrical power is controlled from one main panel located in the gazebo area at the head of Pier 2. The power to all piers in the harbor can be shut off from this central location.

Evacuation and Fire Fighting Equipment

There is a single evacuation route by foot for all piers at the Washburn Marina that is via the ramps at the bulkhead. In the event that this route is not available during an emergency requiring evacuation, departure by a vessel located at a minimum of 100’ from the incident is recommended. Boats within the 100’ area should not have their engines started to be moved.

Fire extinguishers are located at the mid-point of each pier. The land-based fire hydrants are located on the northeast side of the building, outside the ship store, and at the head of the public launch ramp.

MARINA PIERS

FIRE EMERGENCY PLAN

INCLUDES BOAT FIRES AT THE PIER

1. PERSON DETECTING THE FIRE ANNOUNCES "I AM IN CHARGE."
Immediately assign a particular person to call 911.

2. CALL THE FIRE DEPARTMENT – DIAL 911

Give the following information:
"This is your name at the WASHBURN MARINA, 1 Marina Drive, Washburn, Wisconsin. The marina telephone number is 715 373 5050. We have a BOAT FIRE ON A PIER. (Identify which pier.)

Describe the size of the boat and type: power or sail.

Describe the severity of the fire and if other boats are near the fire.

3. PERSON IN CHARGE

Notify all staff via personal radio: **"We have a fire on Pier___ Slip ___."**
Assign one person—staff first, customer if needed, to clear the pier of all persons.

4. LIFE SAFETY

A. Remove any injured persons away from the fire area IF THERE IS ANY FURTHER DANGER TO THEM FROM THE FIRE.
B. Shut off electrical power.
C. Evacuate boat owners and guests from affected pier.
D. Assign a staff member to man the driveway to direct incoming fire crews to appropriate area. E. Secure any burning boats to the dock – ONLY IF THIS CAN BE DONE SAFELY.
F. Remove adjacent boats – ONLY IF THIS CAN BE DONE SAFELY. Do not start boats that are immediately adjacent to the burning boat. Boat keys to some vessels are located in the lock box in the storage closet between the Ship Store and the Service Bay.

5. ENVIRONMENTAL SAFETY

A. Call the National Spill Number: 800 424 8802.
B. Locate fuel and oil spill containment and clean-up equipment. Deliver to the fire site.
C. Use fuel and oil containment equipment (booms) to contain any spilled fuel – ONLY IF THIS CAN BE DONE SAFELY.
D. If a major spill event is taking place, boom the entrance to the marina.

6. FOLLOW UP
Once the area and event are properly secured, perform follow-up procedures:

A. Complete a "Boat on Fire" form.
B. Contact the general manager if he or she is not on site.

THE FUEL DOCK DESCRIPTION

Description

The Fuel Dock at the Washburn Marina is a 90-foot pier connected to the bulkhead on the southeast end of the harbor. The 12-foot-wide pier is constructed on a rock-filled crib constructed of treated timbers. The cap is cement.

The fuel dock is supplied by two above-ground tanks located at the head of the dock. Both tanks have a 2000 gallon capacity; one is for unleaded gasoline, the other for diesel. Both tanks are double lined construction. The interior tank is cylindrical and the exterior cubed. The dispenser is a single station located on the fuel dock, with two hoses.

The sewage holding tank pump-out system is also located on the fuel dock. The system pumps directly into the Washburn City sewer system. It is an electric vacuum pump system.

Electrical Power and Emergency SHUT-OFF

Electrical power is controlled by the panel located at the bulkhead of the fuel dock.

There is an emergency fuel pump shut-off located on the light post at the head of the fuel dock. It is colored yellow with a red button. The emergency electrical shut-off for the fuel tanks is located there as well.

In the event of an emergency, personnel should first activate the emergency pump shut-off and then proceed to close the gate valves to prevent any gravity flow of fuel.

Fire Fighting Equipment and Emergency Spill Equipment

The Fuel Dock is supplied with a fire extinguisher located on the dock. The emergency spill equipment is located in the dock box at the head of the fuel dock.

FUEL DOCK
FIRE EMERGENCY PLAN

1. **PERSON DETECTING THE FIRE ANNOUNCES "I AM IN CHARGE."**
   Immediately assign a particular person to call 911.

2. **CALL THE FIRE DEPARTMENT – DIAL 911**

   Give the following information:

   "This is <u>your name</u> at the WASHBURN MARINA, 1 Marina Drive, Washburn, Wisconsin.
   The marina telephone number is 715 373 5050. We have a FIRE ON THE FUEL DOCK.

   Describe the size of the boat and type: power or sail.

   Describe the severity of the fire and if other boats are near the fire.

3. **PERSON IN CHARGE**

   Notify all staff via personal radio: **"We have a fire on THE FUEL DOCK."**
   Assign one person—staff first, customer if needed, to clear the ENTIRE AREA of all persons.

4. **LIFE SAFETY**

   a. Remove any injured persons away from the fire area IF THERE IS ANY FURTHER DANGER TO THEM FROM THE FIRE.
   b. Shut off the fuel pump via emergency shut-off.
   c. Shut off electrical power.
   d. Evacuate boat owners and guests from the entire area.
   e. Assign a staff member to man the driveway to direct incoming fire crews to appropriate area.
   f. Secure any burning boats to the dock – ONLY IF THIS CAN BE DONE SAFELY.
   g. Remove adjacent boats – ONLY IF THIS CAN BE DONE SAFELY. Do not start boats that are immediately adjacent to the burning boat. Boat keys to some vessels are located in the lock box in the storage closet between the Ship Store and the Service Bay.
   h. Move the Travelift to the back parking lot area.

5. **ENVIRONMENTAL SAFETY**

   a. Call the National Spill Number: 800 424 8802.
   b. Locate fuel and oil spill containment and clean-up equipment. Deliver to the fire site.
   c. Use fuel and oil containment equipment (booms) to contain any spilled fuel – ONLY IF THIS CAN BE DONE SAFELY.
   d. If a major spill event is taking place, boom the entrance to the marina.

6. **FOLLOW UP**

   Once the area and event are properly secured, perform follow-up procedures:

   a. Complete a "Fire at or on Dock" form.
   b. Contact the general manager if he or she is not on site.

FUEL DOCK
SPILL EMERGENCY PLAN

1. **PERSON DETECTING THE SPILL ANNOUNCES "I AM IN CHARGE."**
   Immediately assign a particular person to call 911.

2. **CALL THE FIRE DEPARTMENT – DIAL 911**
   AND
   ALSO THE NATIONAL MARINE POLLUTION HOTLINE – 800 424 8802

   Give the following information:

   "This is __your name__ at the WASHBURN MARINA, 1 Marina Drive, Washburn, Wisconsin. The marina telephone number is 715 373 5050. We have a SPILL ON THE FUEL DOCK.

   Describe the size of the boat and type: power or sail, if involved.

   Describe the severity of the spill and if other boats are nearby.

3. **PERSON IN CHARGE**

   Notify all staff via personal radio: **"We have a spill on THE FUEL DOCK."**
   Assign one person—staff first, customer if needed, to clear the ENTIRE AREA of all persons.

4. **LIFE SAFETY**

   a. Remove any boats away from the spill area if possible.
   b. Shut off the fuel pump via emergency shut-off.
   c. Shut off electrical power.
   d. Evacuate boat owners and guests from the entire area.
   e. Assign a staff member to man the driveway to direct incoming fire crews to appropriate area.
   f. Secure any AFFECTed boats to the dock – ONLY IF THIS CAN BE DONE SAFELY.
   g. Remove adjacent boats – ONLY IF THIS CAN BE DONE SAFELY. Do not start boats that are immediately adjacent to a spill source or to a burning boat. Boat keys to some vessels are located in the lock box in the storage closet between the Ship Store and the service bay.

5. **ENVIRONMENTAL SAFETY:**

   a. Call the National Spill Number: 800 424 8802.
   b. Locate fuel and oil spill containment and clean-up equipment in the dock box on the fuel dock.
   c. Use fuel and oil containment equipment (booms) to contain any spilled fuel – ONLY IF THIS CAN BE DONE SAFELY
   d. If a major spill event is taking place, boom the entrance to the marina.

7. **FOLLOW UP**

   Once the area and event are properly secured, perform follow-up procedures:

   a. Complete a "Fuel Spill" form.
   b. Contact the general manager if he or she is not on site.

GENERAL GUIDELINES FOR FUEL SPILLS:

Gasoline

Quantity under 1 quart

1) Allow to evaporate.
2) Shut off electrical power to the nearest areas.
3) Guard the area until safe from fumes and fire.

Quantity over 1 quart

1) Deploy marina spill boom, add pillows as appropriate.
* Booms and pillows are located in locker in at head of fuel dock.
2) Shut off electrical power to the nearest areas.
3) Guard the area until cleared of fumes and contaminated materials.
4) Report details to local U.S. Coast Guard at 715 779 3950 and the National Marine Pollution hotline at 800 424 8802.

Diesel:

Any quantity that produces a "sheen" over 1 sq. yard

1) Deploy marina spill boom, add pillows as appropriate.
* Booms and pillows are located in locker at head of fuel dock.
2) Exclude boats and swimmers from containment zone.
3) Report details to local U.S. Coast Guard at 715 779 3950 and the National Marine Pollution hotline at 800 424 8802.

For larger quantities than can be contained in the marina's spill boom:
Contact the U.S. Coast Guard immediately at 715 779 3950 and the National Marine Pollution hotline at 800 424 8802.

GENERAL RESPONSE FOR
ALL EMERGENCIES

PERSON FIRST DETECTING ACCIDENT OR FIRST NOTIFIED OF INCIDENT

Determine severity and if authorities need to be immediately contacted.

IF AUTHORITIES ARE REQUIRED

1. **Person in charge should announce that he/she is "in charge."**
2. **Appoint one person to call authorities and instruct that person to direct emergency crews to the appropriate area when they arrive.**
3. **Clear the area of bystanders.**
4. **Via personal radio, contact staff to assist as necessary.**
5. **Appoint one person to obtain the proper "Emergency Response Form" and complete as appropriate or possible.**
6. **Stay on site until authorities arrive.**

DO NOT MOVE OR ASSIST A VICTIM THAT MAY BE INJURED.

IF AUTHORITIES ARE NOT REQUIRED

1. **Complete the proper "Emergency Response Form" as soon as reasonably possible.**
2. **Provide affected party with a copy of the completed form.**
3. **Issue completed form to the general manager to review and file.**

AUTOMOBILE ACCIDENT

IF THERE ARE ANY INJURIES OR DAMAGE TO PROPERTY CALL 911 IMMEDIATELY.

EMERGENCY SITUATION

1. The staff member first contacted is in charge and should call 911 immediately.
2. Provide the operator with the pertinent information.
3. Go to the scene of the accident or appoint another staff member to do so.
4. Clear the area of spectators.
5. If there are injured victims, do not move a victim. Emergency crews will do so.
6. Stand watch for emergency response.
7. Assist as necessary.
8. Complete "Automobile Accident Report" form and submit to the general manager.

NON-EMERGENCY SITUATION

1. The staff member first contacted is in charge and should remain calm and unbiased to diffuse any possible tension or confusion that may ensue.
2. As soon as reasonably possible complete "Automobile Accident Report" form and submit to the general manager.
3. Attempt to disperse the public quickly to lessen the appearance of a "scene."

BOAT FIRE AWAY FROM THE PIERS & MARINA

If you are contacted by VHF radio – it is most likely that the US Coast Guard Bayfield Station will take over. Stand aside for assistance if requested only.

If you are contacted by telephone, obtain the information required on the "Boat on Fire Away from Piers & Marina" form and relay it to the U.S. Coast Guard Bayfield Station at 715 779 3950 or VHF Ch. 16.

Complete the "Boat on Fire Away from Piers & Marina Report" form and submit it to the general manager.

BOATING ACCIDENT

IF THERE ARE ANY INJURIES OR DAMAGE TO PROPERTY CALL 911 IMMEDIATELY

EMERGENCY SITUATION:

1. The staff member first contacted is in charge and should call 911 immediately, followed by a call to U.S. Coast Guard, Bayfield 715 779-3950.
2. Provide the operator/USCG with the pertinent information.
3. If possible, go to the scene of the accident or appoint another staff member to do so.
4. If near shore, clear the area of spectators.
5. If there are injured victims, do not move a victim. Emergency crews will do so.
6. Stand watch for emergency response.
7. Assist as necessary.
8. Complete a "Boating Accident Report" form and submit it to the general manager.

NON-EMERGENCY SITUATION:

1. The staff member first contacted is in charge and should remain calm and unbiased to diffuse any possible tension or confusion that may ensue.
2. As soon as reasonably possible complete a "Boating Accident Report" form and submit it to the general manager.
3. Attempt to disperse the public quickly to lessen the appearance of a "scene."

BOMB THREAT

ACTION TO TAKE IMMEDIATELY

1. Evacuate the threatened area and do not allow anyone to re-enter once the area is cleared.
2. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
3. Stand watch for emergency response.
4. As soon as reasonably possible complete a "Bomb Threat Report" form and submit to the general manager.

ACTION TO TAKE IF TIME ALLOWS WHILE TALKING TO PERSON MAKING THE THREAT

Ask the caller the following questions and write down the answers for future reference:

1. When is it going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb in this location?

Record the exact words of the caller.

DOWNED POWER LINES & NATURAL GAS LEAK

CALL 911 and
XCEL ENERGY – 800-895-1999

ALL DOWNED POWER LINES AND GAS LEAKS SHOULD BE CONSIDERED SERIOUS. POWER LINES SHOULD BE PRESUMED ENERGIZED.

1. Evacuate the threatened area and do not allow anyone to re-enter once the area is cleared.
2. The staff member first contacted is in charge and should call 911 and Xcel Energy immediately. Provide operator with all necessary information.
3. Stand watch for emergency response.
4. If possible, ribbon off generous area around any downed wires or suspected leak area.
5. As soon as reasonably possible complete a "Downed Power Lines & Natural Gas Leak Report" form and submit it to the general manager.

DROWNING REPORT

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. Attempt rescue only if considered safe for rescuer and proper safety equipment is used. Bring floatation device if rescue is attempted.
5. Assist emergency response as necessary.
6. As soon as reasonably possible complete "Drowning Report" form and submit it to the general manager.

HOLDUP/ROBBERY

Our Organization's Policy Regarding Robbery

"It is this marina's policy to comply with any demands made by a person attempting to rob this business or its staff. No attempts are to be made to safeguard property or money if there is any risk of physical harm to anyone; safeguarding life is the primary concern."

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. As soon as reasonably possible complete "Holdup/Robbery Report" form to be submitted to the authorities and to the general manager.
5. Assist emergency response as necessary.

MEDICAL EMERGENCY

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. If immediate assistance by a trained person is available, provide assistance. Do not move victim unless absolutely necessary. A defibrillator is available on the northwest side of the building, near the entrance to the showers. By removing this equipment from its container, the authorities will be automatically notified to come to the scene. Use only if you are familiar with its use and the circumstances that would require its use.
5. As soon as reasonably possible complete "Medical Emergency Report" form to be submitted to the authorities and the general manager.
6. Assist emergency response as necessary.

MISSING PERSONS

1. The staff member contacted should immediately complete the "Missing Persons Report" form based on the information provided by the contact person.
2. Upon determination of severity of the situation, contact the proper parties, including police or emergency response personnel, if necessary.
3. If no immediate action is taken, submit completed form to the general manager or manager on duty.
4. Follow up within 24 hours with person initially filing report. If no update or change has occurred, continue follow-up every 24 hours until the situation is resolved or the authorities are brought in to take over the case. Continue to document follow-up calls.

OVERDUE BOATER

1. The staff member contacted should immediately complete the "Overdue Boater Report" form based on the information provided by the contact person.
2. Upon determination of severity of the situation, contact the proper parties, including police or emergency response personnel, if necessary.
3. If no immediate action is taken, submit completed form to the general manager or manager on duty.
4. Follow up within 24 hours with person initially filing report. If no update or change has occurred, continue follow-up every 24 hours until the situation is resolved or the authorities are brought in to take over the case. Continue to document follow-up calls.

POISONING REPORT

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. As soon as reasonably possible complete "Poisoning Report" form to be submitted to the authorities and the general manager.
5. Assist emergency response as necessary.

POWER OUTAGE

Do Not Call 911

Contact Xcel Energy: 800-895-1999

1. Shut off all power switches, lights, and especially motors such as refrigerators, air conditioning units, heating units, air compressors, fuel pumps, and sewage lift station. Prepare signs or use preprepared signs to indicate that the Ship Store and restrooms are closed due to power outage and will be available as soon as power is restored. Post on each door.
2. Remain on site until power is restored or normal business hours are over.
3. Once power is restored, remove signs and turn power back on to those items turned off.

SLIP AND FALL INCIDENT

All slip and fall incidents are considered serious and should be treated as such. If a medical emergency exists due to a slip and fall, follow the guidelines for a medical emergency.

Non-emergency response:

1. The staff member contacted should immediately complete the "Slip and Fall Incident Report" form based on the information given by the person filing the report.
2. Upon determination of severity of the situation, contact the proper parties, including police or emergency response personnel, if necessary.
3. Submit completed form to the general manager. Provide a copy to the person filing report if requested.

Emergency response:

Refer to page 19 for a medical emergency and follow those procedures.

WILD FIRE

1. The staff member first contacted is in charge and should call 911 immediately. Provide operator with all necessary information.
2. Stand watch for emergency response.
3. Contact additional staff to clear area of bystanders.
4. Consider fuel cut-off, if appropriate.
5. Consider electric service cut-off, if appropriate.
6. Consider moving vehicles, boats, and other property from hazard if safe to do so.
7. As soon as reasonably possible complete the "Wild Fire Report" form and submit it to the authorities and the general manager.

Appendix III

Stormwater Pollution Prevention Plan

The following sample Stormwater Pollution Prevention Plan (SWPPP) is used as a template by the Illinois Environmental Protection Agency. It is also available at www.epa.state.il.us/water/permits/storm-water/noi-docs/elmhurst-substation-elmhurst/swppp.pdf.

Storm Water Pollution Prevention Plan

For

TSS-135 Elmhurst Substation Expansion

Elmhurst, Illinois

Prepared for:

Commonwealth Edison

Prepared by:

HBK Engineering, LLC

Table of Contents

1.0 Introduction

1.1 Background

The Federal Water Pollution Control Act (FWPCA), also known as the Clean Water Act (CWA), was passed in 1972 with the intent of improving the condition and ensuring the longevity of the nation's waterways. The Water Quality Act (WQA) of 1987, an amendment to the Clean Water Act, gave the EPA the authority to govern storm water runoff generated by construction sites. The EPA published in 1998 the Final Notice for General Permits for Storm Water Discharges from Construction Activities Disturbing 5 Acres or Greater (63 Federal Register 7898, February 14, 1998). As part of the general permit, guidelines were created for the development of site-specific Storm Water Pollution Prevention Plans. The intent of these plans is to instruct contractors in the prevention of sediment pollution, runoff and erosion from construction sites through the use of specific countermeasures.

1.2 Contents of the SWPPP

This Storm Water Pollution Prevention Plan (SWPPP) for Commonwealth Edison's proposed expansion of the Elmhurst Substation will provide the contractor with guidelines for compliance with the National Pollution Discharge Elimination System's General NPDES Permit for Storm Water Discharges for Construction Site Activities.

The intent of the SWPPP is to reduce the amount of pollution carried by storm water runoff from reaching nearby properties and bodies of water, including Addison Creek. Included in this SWPPP will be:

- Identification of the SWPPP Coordinator and Team, and their responsibilities.
- Description of the site of the proposed expansion of the Sub-Station.
- Identification of all nearby bodies of water to which site runoff would eventually drain.
- Identification of all local drainage areas within the site.
- Identification of potential contaminants carried by storm runoff.
- Description of storm water controls and Best Management
    - Practices (BMPs) that will be required in order to adequately reduce the levels of erosion, sediment, and pollutants carried off the site by storm water runoff.

2.0 SWPPP Coordinator and Duties

The SWPPP Coordinator is lead person responsible for ensuring that the SWPPP is carried out. This is someone who will be working at the site full-time, who is given the authority to direct all personnel on the site in matters pertaining to the SWPPP. The SWPPP Coordinator will have the following responsibilities:

- Implement the SWPPP with the help of other SWPPP designees.
- Oversee the installation and maintenance of all physical erosion barriers (structural BMPs), and ensure that all BMPs are being adhered to.
- Conduct all required SWPPP inspections, or designate an inspector.
- Implement and oversee training of all site employees.
- Identify deficiencies in the SWPPP and ensure that any necessary corrections or changes are made.
- Ensure that any construction or design changes are accounted for in the SWPPP, or that the SWPPP is changed accordingly, if necessary.

At this time, the SWPPP Coordinator and the Coordinator's support team have not been designated by the contractor.

3.0 Description of Project

3.1 Site Location

The Elmhurst Substation is bordered to the east by County Line Road and to the west by Parker Street. It is bordered to the north by the Lombard-Franklin Park
Right of Way and to the south by the Maywood Sportsman's Club.

The total disturbed area of the expansion project is approximately 3.0 acres. The existing Elmhurst substation was designed and permitted by another civil engineering consultant. This document addresses **only** the 3.0 acres of substation expansion on the south and west portion of the property. **Please note:** For the remainder of this report, any references to "**the site**" shall mean *only* that portion of the overall Elmhurst Substation property that is being submitted for permit by HBK Engineering under this plan set. References to "**the overall property**" shall mean both the existing substation and the expansion area. Please refer to the Elmhurst Substation design plans for a depiction of the area in question in relation to the overall property.

3.2 Description of the Existing Site Conditions

Currently, the expansion area to the south of the existing substation is used for equipment storage and is generally bare ground with some intermittent grass and brush. The site slopes from east to west and drains to a natural drainage ditch west of the substation. The drainage ditch drains north to an unnamed tributary of Addison Creek. The site area is adjacent to an existing pond directly south of the ComEd owned property, which is located within the flood plain. The flood plain also occupies low-lying areas to the west and north of the substation. There are no wetlands or riparian areas within the project disturbed area. The only construction in the flood plain will be the installation of a storm sewer pipe. In the existing condition, water exits the site via overland flow. The proposed detention basin will significantly lower the runoff from the site while improving water quality.

3.3 Description of Proposed Site Improvements

The proposed site improvements will consist of the installation of two SVC structures, measuring approximately 200' x 300' each.

As required by the Dupage County Stormwater Ordinance, all storm water runoff will be captured in a detention basin that meets the BMP regulations and released at a rate of 0.1 cfs per acre of land disturbed.

The detention basin will serve as a settling basin for sediment from the site. Storm water will exit the basin via a restrictor and will drain to a 10" corrugated metal pipe that leads to a backflow preventer. Storm water will be discharged from the backflow preventer to an existing storm sewer pipe that leads to an unnamed tributary of Addison Creek.

In events greater than the 100-year event, storm-water will exit the basin via an emergency overflow weir and discharge to an existing drainage ditch west of the existing substation. The drainage ditch drains to an unnamed tributary of Addison Creek.

3.4 Site Plan

The site was designed using guidelines set forth by the Dupage County Storm water ordinance and BMP manual.

The following design elements were required by the Dupage County Storm water Ordinance:

- The detention basin shall be sized such that it has sufficient volume to meet a release rate of 0.1 cfs per acre of land disturbed.
- The Pollution reducing BMPs for the site must have an average BMP rating of 2.5.
- There must be one foot of freeboard maintained in the detention basin during the 100 year storm event.

The detention basin will be located directly west of the proposed substation expansion. The basin will also function as a sediment settling basin for the site. The basin will contain native plantings to improve the water quality of the storm-water that enters the basin. Prior to entering the detention basin, storm water will also pass through an oil-water separator, which will ensure that oil does not enter the sewer in the event of a leak.

3.4 Site Plan

The site was designed using guidelines set forth by the Dupage County Storm water ordinance and BMP manual.

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4.0 Identification of Potential Storm Water Contaminants and Pathways

4.1 Potential Construction Site Storm Water Contaminants

Table 1 lists substances and materials that have the potential to be carried off by storm water runoff. Information is included detailing each material's physical properties, as well as specific information in regards to the regulated water contaminants associated with each material.

Table 1

Potential Site Storm Water Pollutants During Construction

Material Common Name	Description of Physical Characteristics	Storm Water Pollutants
Fertilizer	liquid, solid granular material	nitrogen, phosphorous
Cleaning Solvents	liquid, colorless, blue, or yellow-green	perchloroethylene, methylene, chloride, trichloroethylene, petroleum distillates
Concrete	white solid	Limestone, sand
Glue, adhesives	white or yellow liquid	polymers, epoxies
Paint	liquid, colors vary	metal oxides, stoddard solvent, talc, calcium carbonate, arsenic
Curing compounds	liquid, creamy white	Naphtha
Construction -related wastewater	liquid (water)	Eroded soil and solids, oil and grease
Hydraulic oils, electric-line oils	liquid, brown oily hydrocarbons	mineral oils
Gasoline	liquid, colorless, pale brown or pink petroleum hydrocarbon	BTEX (benzene, toluene, ethyl benzene, xylene), MTBE
Diesel Fuel	liquid, clear-blue to yellow	Petroleum distillates, oil & grease, naphthalene, xylene

Kerosene	liquid hydrocarbon, pale yellow	Coal oil, petroleum distillates
Antifreeze, coolant	liquid, green/yellow	Ethylene glycol, propylene glycol, heavy metals (copper, zinc)
Soil erosion	Solid particles, liquid-entrained	Soil, sediment

4.2 Potential Storm Water Contamination Pathways

One of the most likely contributors to storm water runoff contamination is erosion from excavated areas on the site. A minimum of 5,000 cubic yards of material will be excavated from the site. Excavation spoils, if they are not hauled off site immediately, must be carefully stockpiled, monitored and covered if necessary to prevent storm water erosion.

Gasoline and Diesel fuel are also likely to be present on site in significant quantities, for the fueling of vehicles and heavy equipment. These substances are highly polluting and should be stored in safe, industry-approved storage containers.

The other potential contaminants listed in Table 1, if they are present on the site, are likely found in much smaller quantities. Appropriate care must be taken to ensure that these materials are used and stored in such a way that they will not a release caused by a storm event.

5.0 Storm Water Pollution Management Controls

5.1 Temporary Erosion and Pollution Control Practices

Please see the Erosion Control Plan sheet for a depiction of suggested physical BMP's for controlling site runoff erosion during construction. Please note that these measures are not necessarily comprehensive, and that additional controls may be needed in order to adequately protect the site and the surrounding infrastructure and waterways from unauthorized pollution discharge. It is the express responsibility of the contractor to implement additional controls and BMPs as needed.

The Elmhurst site will be most susceptible to erosion caused by storm water runoff in the time following the start of excavation and prior to the grass seeding. During this time, it will be imperative for the contractor to be diligent about erosion-control practices, including installation and regular maintenance of structural BMPs such as silt fence.

Another vital component of storm water pollution control during construction will be good housekeeping practices. As mentioned in Section 4.2, it will be essential that potential pollutants be stored in such a way as to prevent a release. All fuels must be stored in approved containers. These containers must be in good condition, and must be outfitted with the most up-to-date industry standard spill prevention and containment mechanisms. It will also be necessary to use care when fueling equipment or filling storage tanks to ensure that accidental spillage does not occur. All vehicles and heavy equipment must be in good working condition and free from oil, fuel, grease, or hydraulic fluid leaks. Spill kits should be available with all stored fuels.

Other construction materials that have the potential to become pollutants must be handled and stored with similar care. It will be vital that any liquid construction materials such as paint or curing compounds be stored in approved, sealed containers, and be protected from potential damage by storm events, vehicle or equipment movement, or other construction activities. Any spilled materials must be cleaned up immediately and properly disposed of, so that they are not allowed to infiltrate the ground or be carried off by storm water. Spill cleanup equipment should be kept available onsite at all times. Equipment should include, at a minimum: mops, brooms, dust pans, absorbent agents (e.g. cat litter, sand, sawdust), rags, gloves, and trash containers.

Construction waste, debris, and garbage should be kept on site in a dumpster with a secure lid. The dumpster should be emptied regularly, with the waste being taken to an appropriately licensed landfill. No construction waste, debris, or garbage may be buried, burned, or otherwise disposed of on site. All portable toilets and trailer restroom storage tanks must be serviced weekly by a licensed waste handler.

5.2 Post-Construction Erosion and Pollution Control Practices

As construction of the sub-station is nearing completion, the site must be made ready for its permanent, post-construction erosion and pollution control measures. The main erosion and pollution-control device used on the site will be the detention basin. It is imperative that the basin be constructed properly, so that it can achieve maximum efficiency in reducing runoff pollution from the site.

It will also be important that the basin be maintained so that it is always working properly. Such maintenance includes cleaning of debris and sediment from the drainage structure, as well as rodding or jetting the corrugated metal pipe as necessary. The vegetation in the detention basin will play an important role in effective pollution reduction. It will be imperative that the landscape features receive adequate maintenance and care.

6.0 SWPPP Maintenance and Inspection Procedures

6.1 Inspections

The SWPPP Coordinator (or his designee) shall perform visual inspections of the site daily or within 12 hours of a storm event producing one-half inch or more of rain. The purpose of the inspections is to ensure that the site's physical erosion-control devices are in good repair and are functioning properly, and that the site has not sustained erosion damage from the storm event. If damage to the site or to any erosion control devices is found, immediate repairs must be made. The focus of the inspections should include, but not be limited to, the following:

- Sediment built up on silt fence should be removed if it has reached one-third of the height of the barrier.
- Silt fence should be inspected for tears, loose or broken stakes, detached fabric, or other defects.
- Any areas of washout that may exist.
- Any mud or material tracked off site by trucks or other vehicles.
- Any bare spots or washout of seeding or any other erosion control device.
- Any site condition that shows evidence of or can lead to erosion or pollution caused by storm water runoff.

A maintenance inspection form will be completed with each inspection. A copy of the typical form to be completed by the SWPPP Coordinator (or his designee) is provided at the end of this SWPPP in the Appendix. Completed forms must be kept on site for the duration of construction. Following construction, the completed forms must be kept as part of the construction record for a minimum of one year.

6.2 Employee Training

All employees working on the site are required to read and understand the contents of the SWPPP. The contractor will be required to train all employees in the purpose, goals, requirements, and proper execution of the SWPPP. Specific attention should be given to erosion control, spill prevention and response, construction housekeeping practices, equipment fueling and maintenance, and material storage. Training must be completed before the employee begins work at the site

Appendix: Sample SWPPP Inspection Log

Commonwealth Edison Elmhurst Sub-Station

Storm Water Pollution Prevention Plan

Inspection Log

Page 1 of 2

To be completed daily or within 12 hours of a rainfall event of 0.5 inches or more.

Inspector: _____

Title: _____

Company: _____

Date: _____

Days since last rainfall: _____

Amount of last rainfall (inches): _____

Erosion Control Measures

Does silt fence require sediment removal? (Has sediment reached 1/3 of structure height)

YES NO

If yes, work is to be performed by _____ on or before _____.

Were any areas of washout observed?

YES NO

If yes, washout areas are to be repaired by _____ , on or

before_____.

Commonwealth Edison Elmhurst Sub-Station

Storm Water Pollution Prevention Plan

Inspection Log

Date: _____

Site Housekeeping

Are trucks or vehicles leaving the site tracking mud onto adjacent roadways?

YES NO

If yes, the following measures will be taken to alleviate the problem:

Are all construction materials stored in such a way that they will not contribute to site storm water pollution?

YES NO

If no, the following materials _____ will be cleaned up

and properly stored by _____ immediately.